

Blue Collar Description

**Stockperson
Grade B-8
Class Code 992205**

Working Procedure: Responsible for maintaining adequate supplies of stores items for maintenance, equipment, and construction activities; entering information through Oracle and EVMS system to maintain accurate inventory data for a range of Department activities to include federal aid reimbursement, annual stores inventory, researching and compiling historical data to assess future needs for establishing re-order levels.

Determines stock levels necessary to maintain adequate supplies of stores items for maintenance, equipment and construction activities. Orders, issues and receives items such as signs, central stores items, requirement/term contract items, purchase order items and daily supply items while ensuring correct quantities and condition of merchandise meets specifications.

Checks vendor invoices for accuracy, determines proper cost coding, inputs data to the appropriate management system and submits for payment. Ensures Stores and EVMS system accurately reflect current activity to track usage, monitor balance for re-orders and to assist other District/Division in locating stock available for transfer. Monitors for obsolete items and surpluses in accordance with policy.

Responsible for maintaining secure storage areas which includes but not limited to cleaning of floors, weed cutting, clean-up of spills, etc.; for arranging stock within the storage areas in a neat, clean, easily accessible and well-organized manner for a safe and efficient retrieval of stock and the efficiency of the annual inventory process; ensures stores and non-stores items are clearly marked with identifying numbers and charge-out status with hazardous materials properly placarded and stored for employee safety.

Facilitates compliance with federal right-to know standards by determining and labeling all pertinent materials with MAXCOM labels and current MSDS sheets. Ensures all new MSDS sheets are sent to MAXCOM for proper indexing. Ensures appropriate sections, crews and headquarters have proper MAXCOM information and MSDS sheets to ensure all policies, rules, and regulations are met.

A working knowledge of preventative maintenance of equipment for assisting the equipment shops when needed. Performs related work or other duties as assigned.

Tools and Equipment: Under 1 Ton vehicles, forklift, handcart, records, forms, personal computer, software applications, calculator, parts manuals.

Materials: Most materials required by maintenance, equipment, and construction programs to include but not limited to; cutting edges, tires, fuel, grease, oil, herbicide, guardrail, signs, posts/poles and a variety of other stock.

Source of Supervision: Equipment Shop Superintendent, Maintenance Chief or other designated person.

Physical Demands: Must be able to perform moderate physical activity in lifting, carrying, and/or operating the tools, equipment and materials listed above in a close proximity to an industrial environment.

Education, Trade Knowledge and Experience: Required to perform the duties of this position is one (1) year of experience in merchandise procurement, warehousing or inventory control. Requires working knowledge of supply acquisition, purchasing policies, procurement methods, merchandising techniques, inventory practices and procedures, computer skills, basic equipment maintenance and basic math skills. Must be able to communicate effectively orally and in writing.

Necessary Special Requirements: A valid Montana Drivers License is required. Forklift certification must be obtained within 3 months after hire. Successful applicant must have a telephone or be reasonably accessible to the assigned area.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.